
STATE OF ARIZONA SOCIAL SERVICES BLOCK GRANT PLAN 2007-2008



D R A F T

THE ARIZONA DEPARTMENT OF ECONOMIC SECURITY

**EQUAL OPPORTUNITY EMPLOYER/PROGRAM
FOR ALTERNATIVE FORMAT/REASONABLE ACCOMMODATIONS: (602) 542-3882**

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STATE OF ARIZONA

Title XX Social Services Block Grant Plan

July 1, 2007 – June 30, 2008

Introduction

This document provides information on the types of activities supported and the categories or characteristics of individuals served under the provisions of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35, Subtitle C - Block Grants for Social Services, which amends Title XX of the Social Security Act. The Arizona Department of Economic Security (DES) under the statutory provisions of the law administers the Arizona Social Services Block Grant (SSBG) Plan (the Plan).

The program period covered corresponds to the State Fiscal Year 2008 (SFY-2008), which begins on July 1, 2007, and ends June 30, 2008. SFY-2008 overlaps portions of Federal Fiscal Year 2007 (FFY-2007) and FFY-2008, which run from October 1 through September 30. Historically, the planned SFY-2008 SSBG funding levels for services would be based on Arizona's FFY-2007 SSBG allocation and the "estimated" Arizona allocation of FFY-2008 SSBG published on the DHHS/SSBG Web page.

The Plan spreadsheets immediately follow the narrative portion of the Plan. There are Plan spreadsheets for each of DES' Administrations/Divisions that plan to use SSBG funding for SFY-2008. The spreadsheets show the Services, Target Group(s), Status Eligibility, and the funding for each of the Locally Planned and State Planned SSBG funded services.

SSBG Planning Level

The specific formula used to estimate the amount of federal SSBG funds, \$32,441,921 that are available for funding the planned services during Arizona's SFY-2007 is calculated from one-fourth of Arizona's FFY-2006 allocation and three-fourths of the estimated FFY-2007 allocation. Since the actual allotment available to Arizona is determined pursuant to congressional and presidential approval, the services and planning levels identified are estimates. Also included in the total planned SFY-2007 SSBG fund of \$55,055,021 are \$22,613,100 of TANF Block Grant funds which are estimated by the Governor's Office of Strategic Planning and Budgeting to be transferred to the SSBG for funding services during SFY-2007.

TANF Block Grant Funds Transferred to the SSBG

Arizona's Forty-Seventh Legislature in its Second Regular Session of 2006, under House Bill (HB) 2863, page 29, has appropriated \$22,613,100 of Arizona's Temporary Assistance to Needy Families (TANF) block grant to be transferred to the SSBG for Children Services funding.

SSBG Service Goals

Arizona's SSBG-funded services will be directed toward one or more of the following federal goals:

- I. Achieve or maintain economic self-support to prevent, reduce, or eliminate dependency.
- II. Achieve or maintain self-sufficiency, including reduction or prevention of dependency.
- III. Prevent or remedy neglect, abuse, or exploitation of children and adults unable to protect their own interests or preserving, rehabilitating, or reunifying families.
- IV. Prevent or reduce inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care.
- V. Secure referral or admission for institutional care when other forms of care are not appropriate or providing services to individuals in institutions.

Evaluation

The appropriate administrations within DES contracting for services funded by the SSBG have the responsibility of monitoring and evaluating the social service programs funded by the SSBG.

Reporting on Activities Funded

The DES will prepare a report on activities carried out with funds allocated in the Plan. The report may be used to determine the extent to which funds were spent in a manner consistent with the Plan. The *Annual Report of Services Funded by the Social Services Block Grant for Fiscal Year 2007* will be available to the public after January 1, 2008. To obtain copies of this report, direct your request to the contact person at the telephone number or mailing address listed on page 4 of this Plan.

SSBG Planning Process

DES is responsible for planning and developing the Plan. This includes providing technical assistance to local planning bodies and Indian Tribes for locally planned SSBG services. Planning for the use of the balance of available SSBG funds is accomplished as a part of the Department's annual budget development process.

State-Planned Services

The Division of Developmental Disabilities (DDD), the Administration for Children, Youth and Families (ACYF), the Aging and Adult Administration (AAA), the Community Services Administration (CSA), the Rehabilitation Services Administration (RSA), the Child Care Administration (CCA), and the Employment Administration (EA) within DES perform statewide planning activities by coordinating with similar and related programs of other state and local agencies, producing planning documents, fulfilling all federal statutory responsibilities accompanying the administration of programs, and, to varying degrees, involving local planning agencies in the development of a coordinated planning effort and review in local priorities for incorporation into statewide planning products.

Locally Planned Services

A significant amount of SSBG services are provided primarily through local service-delivery systems contracted by DES to augment state services and to respond to local needs.

Arizona's six Councils of Governments (COGs) contract with DES to facilitate the primary planning for this portion of the SSBG service-delivery system. This primary planning is accomplished by identifying regional priorities, by coordinating planning with other planning entities, and by providing locally based citizen involvement opportunities.

COG and Arizona Indian Tribes Allocations

The following levels of funding made available for recommendations for locally planned SSBG services were determined according to a formula based on 50 percent population and 50 percent poverty in each local planning district. Approximately twenty-four (24%) percent of the total SSBG funds are available for locally planned services.

COUNCILS OF GOVERNMENTS (COGs)	
Name	Planning Level
Maricopa Association of Governments	\$4,090,579
Pima Association of Governments	1,551,134
Northern Arizona Council of Governments	431,451
Western Arizona Council of Governments	500,125
Central Arizona Association of Governments	453,099
SouthEastern Arizona Governments Organization	438,169
TOTAL	\$7,464,557

Arizona Indian Reservations have been established as separate SSBG Planning and Services areas. Technical assistance in planning and developing SSBG services is provided to tribes, upon request, by DES or by a private agency under a contract from DES.

Each participating reservation is allocated the following share of the state's SSBG allocation that is based on Tribe's Reservation population. Available funds for services on the Arizona Indian Reservations are approximately seven (7%) percent of the total planned SSBG funds.

TRIBES	
Name	Planning Level
AK-Chin	\$15,658
Camp Verde	\$21,397
Cocopah	\$17,040
Colorado River	\$26,097
Fort McDowell	\$16,257
Fort Mohave	\$19,179
Gila River	\$95,425
Havasupai	\$16,453
Hopi	\$96,898
Hualapai	\$25,374
Kaibab-Paiute	\$13,735
Pascua-Yaqui	\$25,607
Quechan	\$23,862
Salt River	\$30,744
San Carlos	\$92,593
San Juan Southern Paiute	\$12,086
Tonto-Apache	\$13,205
White Mountain	\$115,574
Total ITCA Services (Adult/Aging)	\$677,184
ITCA Planning	\$64,343
Tohono O'Odham (Child Care)	\$120,644
Navajo (Children's Services)	\$1,242,896
Gila River (Children's Services)	\$18,417
TOTALS	\$2,123,484

ITCA services may be contracted with each tribal government for the amount shown. Specific services, eligibility criteria, and dollar amounts are determined during the contracting process and are not designated in this Plan.

Geographic Areas

The geographic areas for which services are planned are identified on the map on page 5. These service-planning districts correspond to DES service districts, excluding Arizona Indian reservations.

Public Comment and Review

The proposed Arizona State Fiscal Year 2008 SSBG Plan was made available to local community and Tribal social services planning agencies for review and public hearings in each of the six planning districts throughout the state. The Department announced and held public hearings at the six DES District Offices in April 2007. In addition, written comments are welcome, and may be sent to the SSBG Community Planning Coordinator at the address listed below.

Copies of the official Arizona SFY-2008 SSBG Plan may be obtained free of charge by contacting:

Arizona Department of Economic Security
John Hoag, SSBG Community Planning Coordinator
Policy and Planning Administration
1789 West Jefferson Street - Mail Site Code 837A
Phoenix, Arizona 85007
Telephone: (602) 542-6159
E-mail: JHoag@azdes.gov

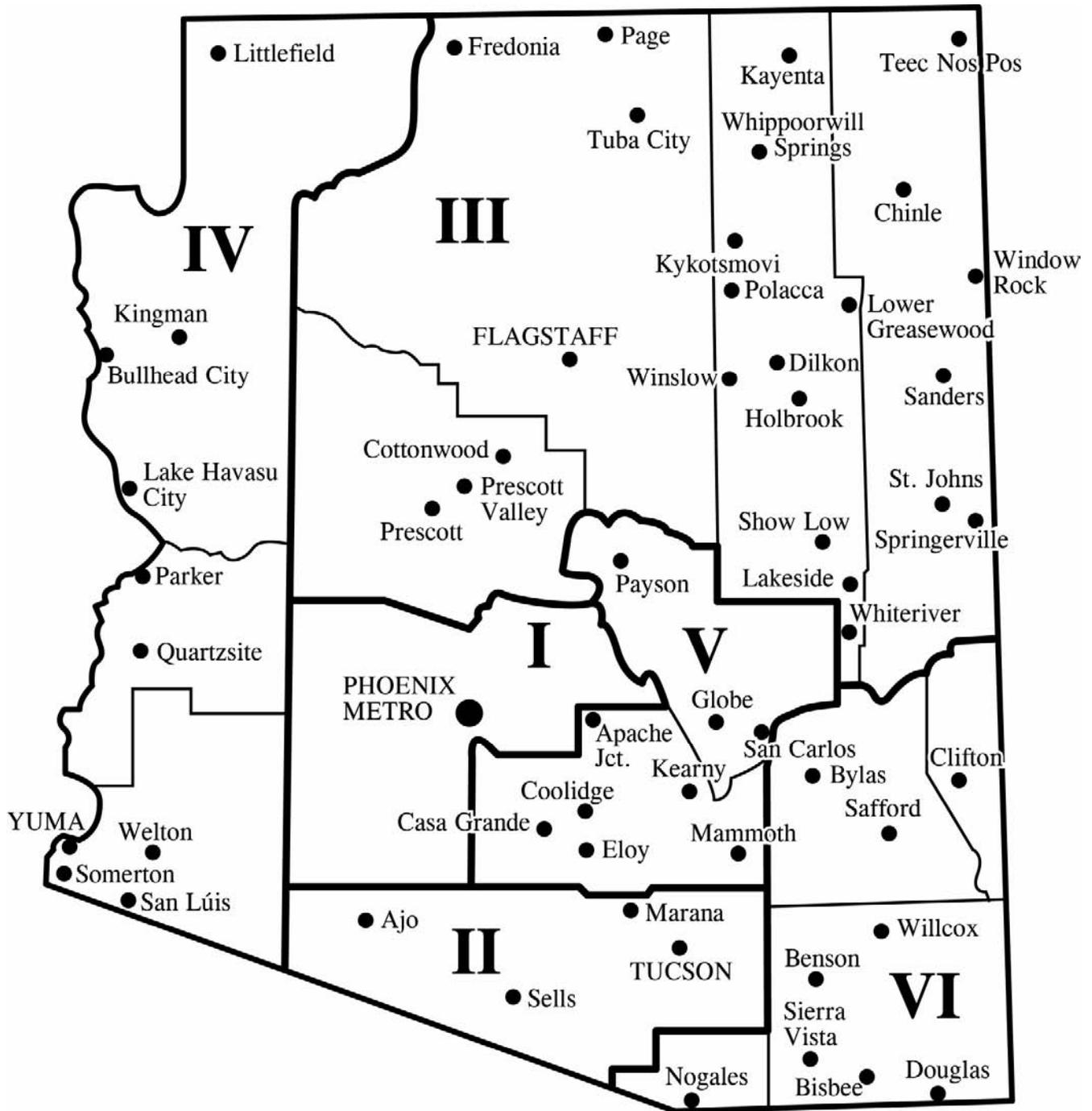


Figure 1: Title XX Geographic Areas (State map)

Arizona Department of Economic Security

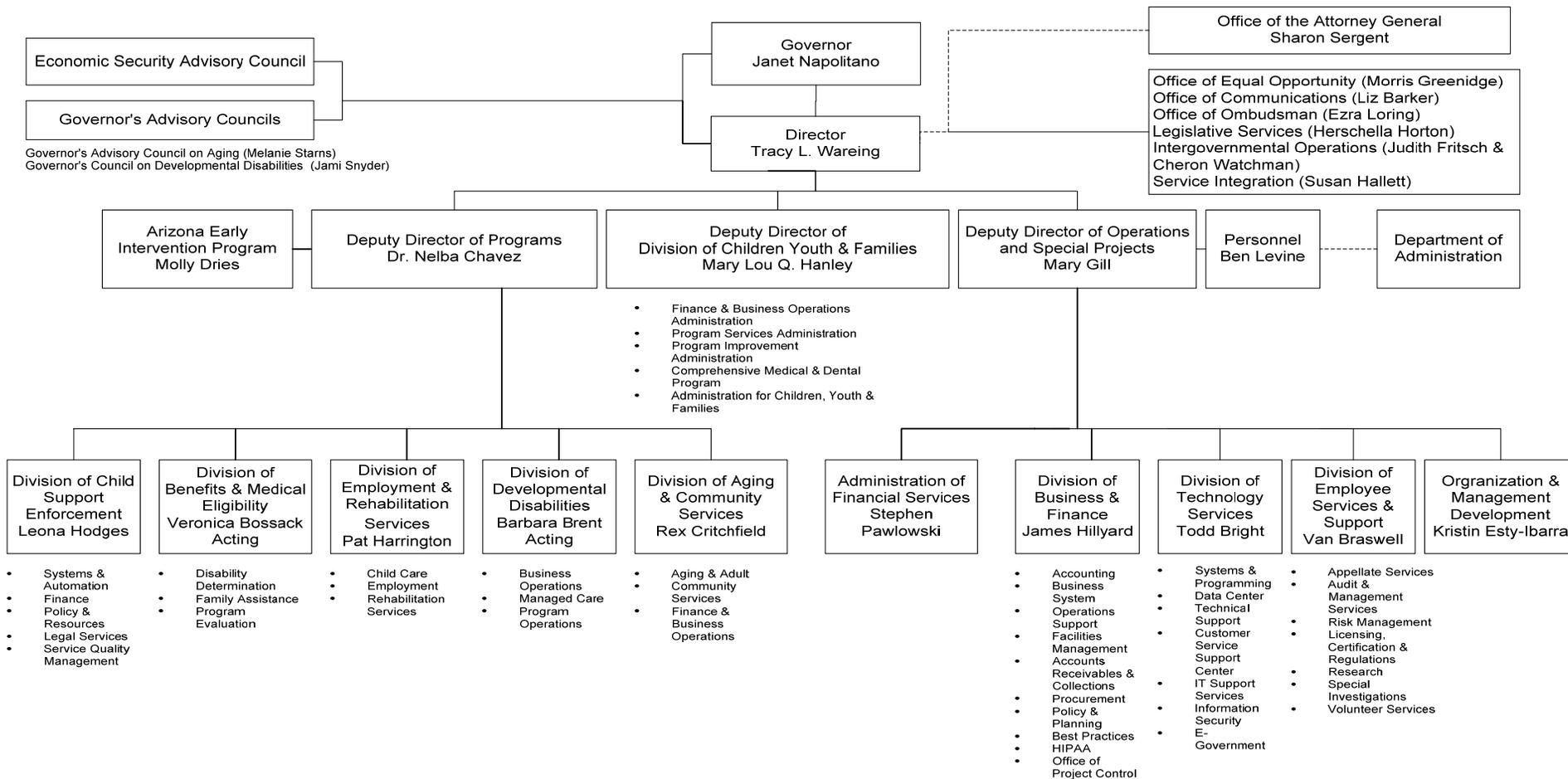


Figure 2: DES Organization Chart

Plan Amendment

The Plan may be revised throughout the year as necessary to reflect substantial changes in the activities provided that affect the overall intent of the Plan. Any substantive revisions will be made available for public review and comment from interested persons and federal and public agencies.

Service needs and program decisions may make it necessary to add services or make changes in eligibility, geographic and service availability, or the target group to which the service may be directed. These changes may be made in the Department's contracting process or direct service-delivery process without modifying the Plan.

Catalog of Services

This section identifies the services that may be funded under terms of the Title XX, SSBG. The services are defined as follows:

- The *Federal Uniform Definitions of Services* is a listing of the twenty-nine titles and definitions of services that are required to be used for the purpose of reporting SSBG expenditures to the Federal Government annually.
- Services listed in the *Arizona Dictionary and Taxonomy of Human Services* are provided by DES or through purchase-of-service agreements with local community service providers.
- The *Crosswalk for Federal SSBG Services to Arizona Taxonomy SFY-2006* provides a listing of the Federal Service Titles and the corresponding Arizona Taxonomy Service Titles.

FEDERAL UNIFORM DEFINITIONS OF SERVICES

1. ADOPTION SERVICES

Adoption services are those services or activities provided to assist in bringing about the adoption of a child. Component services and activities may include, but are not limited to, counseling the biological parent(s), recruitment of adoptive homes, and pre- and post-placement training and/or counseling.

2. CASE MANAGEMENT SERVICES

Case management services are services or activities for the arrangement, coordination, and monitoring of services to meet the needs of individuals and families. Component services and activities may include individual service plan development; counseling; monitoring, developing, securing, and coordinating services; monitoring and evaluating client progress; and assuring that clients' rights are protected.

3. CONGREGATE MEALS

Congregate meals are those services or activities designed to prepare and serve one or more meals a day to individuals in central dining areas in order to prevent institutionalization, malnutrition, and feelings of isolation. Component services or activities may include the cost of personnel, equipment, and food; assessment of nutritional and dietary needs; nutritional education and counseling; socialization; and other services such as transportation and information and referral.

4. COUNSELING SERVICES

Counseling services are those services or activities that apply therapeutic processes to personal, family, situational, or occupational problems in order to bring about a positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas may include family and marital relationships, parent-child problems, or drug abuse.

5. DAY CARE SERVICES - ADULTS

Day care services for adults are those services or activities provided to adults who require care and supervision in a protective setting for a portion of a 24-hour day. Component services or activities may include opportunity for social interaction, companionship and self- education; health support or assistance in obtaining health services; counseling; recreation and general leisure time activities; meals; personal care services; plan development; and transportation.

6. DAY CARE SERVICES - CHILDREN

Day care services for children (including infants, pre-schoolers, and school age children) are services or activities provided in a setting that meets applicable standards of state and local law, in a center or in a home, for a portion of a 24-hour day. Component services or activities may include a comprehensive and coordinated set of appropriate developmental activities for children, recreation, meals and snacks, transportation, health support services, social service counseling for parents, plan development, and licensing and monitoring of child care homes and facilities.

7. EDUCATION AND TRAINING SERVICES

Education and training services are those services provided to improve knowledge or daily living skills and to enhance cultural opportunities. Services may include instruction or training in, but are not limited to, such issues as consumer education, health education, community protection and safety education, literacy education, English as a second language, and General Educational Development (G.E.D.). Component services or activities may include screening, assessment and testing; individual or group instruction; tutoring; provision of books, supplies and instructional material; counseling; transportation; and referral to community resources.

8. EMPLOYMENT SERVICES

Employment services are those services or activities provided to assist individuals in securing employment or acquiring or learning skills that promote opportunities for employment. Component services or activities may include employment screening, assessment, or testing; structured job skills and job seeking skills; specialized therapy (occupational, speech, physical); special training and tutoring, including literacy training and pre-vocational training; provision of books, supplies and instructional material; counseling, transportation; and referral to community resources.

9. FAMILY PLANNING SERVICES

Family planning services are those educational, comprehensive medical or social services or activities which enable individuals, including minors, to determine freely the number and spacing of their children and to select the means by which this may be achieved. These services and activities include a broad range of acceptable and effective methods and services to limit or enhance fertility, including contraceptive methods (including natural family planning and abstinence), and the management of infertility (including referral to adoption). Specific component services and activities may include preconceptional counseling, education, and general reproductive health care, including diagnosis and treatment of infections which threaten reproductive capability. Family planning services do not include pregnancy care (including obstetric or prenatal care).

10. FOSTER CARE SERVICES FOR ADULTS

Foster care services for adults are those services or activities that assess the need and arrange for the substitute care and alternate living situation of adults in a setting suitable to the individual's needs. Individuals may need such services because of social, physical or mental disabilities, or as a consequence of abuse or neglect. Care may be provided in a community-based setting, or such services may arrange for institutionalization when necessary. Component services or activities include assessment of the individual's needs; case planning and case management to assure that the individual receives proper care in the placement; counseling to help with personal problems and adjusting to new situations; assistance in obtaining other necessary supportive services; determining, through periodic reviews, the continued appropriateness of and need for placement; and recruitment and licensing of foster care homes and facilities.

11. FOSTER CARE SERVICES FOR CHILDREN

Foster care services for children are those services or activities associated with the provision of an alternative family life experience for abused, neglected or dependent children, between birth and the age of majority, on the basis of a court commitment or a voluntary placement agreement signed by the parent or guardian. Services may be provided to children in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, pre-adoptive homes or supervised independent living situation. Component services or activities may include assessment of the child's needs; case planning and case management to assure that the child receives proper care in the placement; medical care as an integral but subordinate part of the service; counseling of the child, the child's parents, and the foster parents; referral and assistance in obtaining other necessary supportive services; periodical reviews to determine the continued appropriateness and need for placement; and recruitment and licensing of foster homes and child care institutions.

12. HEALTH RELATED AND HOME HEALTH SERVICES

Health related and home health services are those in-home or out-of-home services or activities designed to assist individuals and families to attain and maintain a favorable condition of health. Component services and activities may include providing an analysis or assessment of an individual's health problems and the development of a treatment plan; assisting individuals to identify and understand their health needs; assisting individuals to locate, provide or secure, and utilize appropriate medical treatment, preventive medical care, and health maintenance services, including in-home health services and emergency medical services; and providing follow-up services as needed.

13. HOME-BASED SERVICES

Home based services are those in-home services or activities provided to individuals or families to assist with household or personal care activities that improve or maintain adequate family well-being. These services may be provided for reasons of illness, incapacity, frailty, absence of a caretaker relative, or to prevent abuse and neglect of a child or adult. Major service components include homemaker services, chore services, home maintenance services, and household management services. Component services or activities may include protective supervision of adults and/or children to help prevent abuse, temporary non-medical personal care, house-cleaning, essential shopping, simple household repairs, yard maintenance, teaching of homemaking skills, training in self-help and self-care skills, assistance with meal planning and preparation, sanitation, budgeting, and general household management.

14. HOME-DELIVERED MEALS

Home-delivered meals are those services or activities designed to prepare and deliver one or more meals a day to an individual's residence in order to prevent institutionalization, malnutrition, and feelings of isolation. Component services or activities may include the cost of personnel, equipment, and food; assessment of nutritional and dietary needs; nutritional education and counseling; socialization services; and information and referral.

15. HOUSING SERVICES

Housing services are those services or activities designed to assist individuals or families in locating, obtaining, or retaining suitable housing. Component services or activities may include tenant counseling; helping individuals and families to identify and correct substandard housing conditions on behalf of individuals and families who are unable to protect their own interests; and assisting individuals and families to understand leases, secure utilities, make moving arrangements and minor renovations.

16. INDEPENDENT AND TRANSITIONAL LIVING SERVICES

Independent and transitional living services are those services and activities designed to help older youth in foster care or homeless youth make the transition to independent living, or to help adults make the transition from an institution, or from homelessness, to independent living. Component services or activities may include educational and employment assistance, training in daily living skills, and housing assistance. Specific component services and activities may include supervised practice living and post-foster care services.

17. INFORMATION AND REFERRAL SERVICES

Information and referral services are those services or activities designed to provide information about services provided by public and private service providers and a brief assessment of client needs (but not diagnosis and evaluation) to facilitate appropriate referral to these community resources.

18. LEGAL SERVICES

Legal services are those services or activities provided by a lawyer or other person(s) under the supervision of a lawyer to assist individuals in seeking or obtaining legal help in civil matters such as housing, divorce, child support, guardianship, paternity, and legal separation. Component services or activities may include receiving and preparing cases for trial, provision of legal advice, representation at hearings, and counseling.

19. PREGNANCY AND PARENTING SERVICES FOR YOUNG PARENTS

Pregnancy and parenting services are those services or activities for married or unmarried adolescent parents and their families designed to assist young parents in coping with the social, emotional, and economic problems related to pregnancy and in planning for the future. Component services or activities may include securing necessary health care and living arrangements; obtaining legal services; and providing counseling, child care education, and training in and development of parenting skills.

20. PREVENTION AND INTERVENTION SERVICES

Prevention and intervention services are those services or activities designed to provide early identification and/or timely intervention to support families and prevent or ameliorate the consequences of, abuse, neglect, or family violence, or to assist in making arrangement for alternate placements or living arrangements where necessary. Such services may also be provided to prevent the removal of a child or adult from the home. Component services and activities may include investigation; assessment and/or evaluation of the extent of the problem; counseling, including mental health counseling or therapy as needed; developmental and parenting skills training; respite care; and other services including supervision, case management, and transportation.

21. PROTECTIVE SERVICES FOR ADULTS

Protective services for adults are those services or activities designed to prevent or remedy abuse, neglect or exploitation of adults who are unable to protect their own interests. Examples of situations that may require protective services are injury due to maltreatment or family violence; lack of adequate food, clothing or shelter; lack of essential medical treatment or rehabilitation services; and lack of necessary financial or other resources. Component services or activities may include investigation; immediate intervention; emergency medical services; emergency shelter; developing case plans; initiation of legal action (if needed); counseling for the individual and the family; assessment/evaluation of family circumstances; arranging alternative or improved living arrangements; preparing for foster placement, if needed; and case management and referral to service providers.

22. PROTECTIVE SERVICES FOR CHILDREN

Protective services for children are those services or activities designed to prevent or remedy abuse, neglect, or exploitation of children who may be harmed through physical or mental injury, sexual abuse or exploitation, and negligent treatment or maltreatment, including failure to be provided with adequate food, clothing, shelter, or medical care. Component services or activities may include immediate investigation and intervention; emergency medical services; emergency shelter; developing case plans; initiation of legal action (if needed); counseling for the child and the family; assessment/evaluation of family circumstances; arranging alternative living arrangement; preparing for foster placement, if needed; and case management and referral to service providers.

23. RECREATIONAL SERVICES

Recreational services are those services or activities designed to provide, or assist individuals to take advantage of, individual or group activities directed towards promoting physical, cultural, and/or social development.

24. RESIDENTIAL TREATMENT SERVICES

Residential treatment services provide short-term residential care and comprehensive treatment and services for children or adults whose problems are so severe or are such that they cannot be cared for at home or in foster care and need the specialized services provided by specialized facilities. Component services and activities may include diagnosis and psychological evaluation; alcohol and drug detoxification services; individual, family, and group therapy and counseling; remedial education and GED preparation; vocational or pre-vocational training; training in activities of daily living; supervised recreational and social activities; case management; transportation; and referral to and utilization of other services.

25. SPECIAL SERVICES FOR PERSONS WITH DEVELOPMENTAL OR PHYSICAL DISABILITIES, OR PERSONS WITH VISUAL OR AUDITORY IMPAIRMENTS

Disabilities, or Persons With Visual or Auditory Impairments Special services for persons with developmental or physical disabilities, or persons with visual or auditory impairments, are services or activities to maximize the potential of persons with disabilities, help alleviate the effects of physical, mental or emotional disabilities, and to enable these persons to live in the least restrictive environment possible. Component services or activities may include personal and family counseling; respite care; family support; recreation; transportation; aid to assist with independent functioning in the community; and training in mobility, communication skills, the use of special aids and appliances, and self-sufficiency skills. Residential and medical services may be included only as an integral, but subordinate, part of the services.

26. SPECIAL SERVICES FOR YOUTH INVOLVED IN OR AT RISK OF INVOLVEMENT WITH CRIMINAL ACTIVITY

Special services for youth involved in or at risk of involvement with criminal activity are those services or activities for youth who are, or who may become, involved with the juvenile justice system and their families. Components services or activities are designed to enhance family functioning and/or modify the youth's behavior with the goal of developing socially appropriate behavior and may include counseling, intervention therapy, and residential and medical services if included as an integral but subordinate part of the service.

27. SUBSTANCE ABUSE SERVICES

Substance abuse services are those services or activities that are primarily designed to deter, reduce, or eliminate substance abuse or chemical dependence. Except for initial detoxification services, medical and residential services may be included but only as an integral but subordinate part of the service. Component substance abuse services or activities may include a comprehensive range of personal and family counseling methods, methadone treatment for opiate abusers, or detoxification treatment for alcohol abusers. Services may be provided in alternative living arrangements such as institutional settings and community-based halfway houses.

28. TRANSPORTATION SERVICES

Transportation services are those services or activities that provide or arrange for the travel, including travel costs, of individuals in order to access services, or obtain medical care or employment. Component services or activities may include special travel arrangements such as special modes of transportation and personnel to accompany or assist individuals or families to utilize transportation.

29. OTHER SERVICES

Other Services are services that do not fall within the definitions of the preceding 28 services. The definition used by the State for each of these services should appear elsewhere in the annual report.

ARIZONA DICTIONARY AND TAXONOMY OF HUMAN SERVICES
SSBG APPROVED SERVICES

ADAPTIVE AIDS & DEVICES

This service provides or fabricates aids or devices that assist persons in performing normal living skills, and any necessary installation, fitting, adjustment, and training.

ADOPTION PLACEMENT

This service provides the selection of a family and placement, and supervision of a child until the adoption is finalized.

ADOPTION SUBSIDY

This service provides payments for special services and/or maintenance for children who might otherwise not be adopted.

ADULT DAY CARE/ADULT DAY HEALTH CARE

This service provides planned care, supervision, activities, personal care, personal living skills training, meals, and health monitoring in a group setting during a portion of a 24-hour day. Adult day health services may also include preventive, therapeutic, and restorative health-related services.

ADULT FOSTER CARE

This service provides residential care and supervision of one to four adults in a family setting.

ADVOCACY

This service takes action to change public or private attitudes and policies concerning a specific problem or need within a specific time frame, provides representation of the rights and interests of an individual or group and assists the individual or group to realize those rights, obtain needed services, and remove barriers to meeting identified needs.

ALTERNATIVE COMMUNICATION TRAINING

This service provides training in alternative and adaptive communication. Examples of service activities may include training in American Sign Language, Braille, or in the use of the Telecommunication Device for the Deaf (TDD).

ASSESSMENT

This service provides an evaluation to determine problems and may recommend corrective action and/or treatment.

ATTENDANT CARE

This service provides a qualified individual to provide needed services in order that the client may remain in his/her home or participate in work/community activities.

BASIC EDUCATION

This service provides instruction in educational areas necessary for an individual to function effectively.

CASE MANAGEMENT

This is a process through which the needs and eligibility of the individual applying for/receiving services are determined. For those individuals eligible, appropriate services and/or benefits are identified, planned, obtained, provided, recorded, monitored, terminated, and follow-up provided where and when appropriate.

CHILD DAY CARE

This service provides supervised planned care, training, recreation, and socialization during a portion of a 24-hour day.

CHILD FOSTER CARE

This service provides residential care and supervision in a family setting.

CLIENT ACCESS, EDUCATION AND INFORMATION

This service provides education, information, and assistance to clients and groups regarding availability of and accessibility to human services and may include intake and assessment, information and training of clients and groups about services and community resources, referral to community-based programs including eligibility and conditions of acceptance, arranging for or providing one-time emergency assistance and services, advice on rights and responsibilities, and community or group coordination efforts. (This service is not to be used in place of public information and education, Information and Referral, or Education/Training.)

COMMUNITY EDUCATION AND INFORMATION

This service provides information on and/or instructions in various subjects through public contact and/or meetings, printed materials and media presentations focused on a particular subject, field of interest, agency, or services. (This is not to be used in place of Client Access, Education and Information or Education/Training.)

COMMUNITY SERVICES

These services provide a range of activities, which have a measurable and major impact on causes of poverty.

COMMUNITY WORK EXPERIENCE PROGRAM

This service provides unpaid work experience to individuals in a project that serves a public purpose.

COMPANION SERVICES

This service provides companions and supportive services to individuals with special needs.

COMPREHENSIVE SERVICE DELIVERY

This program provides two or more of the following services: Protective Services, Counseling, Home Care, Home Management Training, Reassurance, Home Repair/Adaptation/Renovation, Transportation, and Case Management to assist residents in order to access or receive services.

COMPREHENSIVE YOUTH DEVELOPMENT

This service mobilizes volunteer adults to carry out programs that develop the personal fitness and character of youth.

CONGREGATE MEALS

This service provides for a nutritious meal containing at least 1/3 of the Recommended Dietary Allowance for an individual in a congregate setting.

CONSULTATION

This service provides professional information and advice to assist in planning, developing, implementing, and evaluating individual and service programs and in providing coordination with the professional community.

COORDINATION

This service addresses an identified problem or need by working cooperatively with other entities concerned with the same problem or need.

CRISIS INTERVENTION

This service provides immediate short-term, daily face-to-face counseling and shelter care.

DAY TREATMENT AND TRAINING

This service provides training, supervision, therapeutic activities, and as appropriate, counseling, to promote skill development in independent living, self-care, communication, and social relationships.

DEVELOPMENTAL DAY TRAINING

This service provides specialized sensorimotor, cognitive, communicative, social, interactional, and behavioral training for some portion of a 24-hour day.

DEVELOPMENTAL/DISABLED DAY CARE

This service provides planned care, supervision and activities, personal care, activities of daily living skills training and habilitation services in a group setting during a portion of a continuous twenty-four hour period.

EDUCATION/TRAINING

This service provides learning experiences, which increase knowledge, skills, and/or motivation in a specified area(s).

ELIGIBILITY

This service provides a determination that an individual or household is or is not qualified for services or benefits. **NOTE:** This service category is used when eligibility is accounted for separately from other services.

EMERGENCY SERVICES

This service provides a comprehensive and integrated response to crises related to the ability to provide for basic needs. **NOTE:** Activities may include case management, financial assistance, and/or coordination.

EMPLOYMENT SERVICES

This service provides outreach, intake, eligibility, placement, and follow-up activities in support of a network of employment-related and support services. **NOTE:** Services include, but are not limited to occupational/vocational education, assessment, basic education, work experience, counseling, case management, and job placement.

EXEMPLARY YOUTH WORK PROGRAM

This service provides various arrays of employment-related training activities for youth. **NOTE:** Services include, but are not limited to occupational/vocational education, assessment, basic education, work experience, counseling, case management, and job placement.

EXTENDED SUPPORTED EMPLOYMENT

This service provides long-term on-going support for an employed individual including, but not limited to: counseling; regular contacts with the individual and/or the employer, parents or guardians; job monitoring; finding a new job when necessary; maintaining established and on-going natural and peer supports; and providing other discrete services such as repair or maintenance of assistive technology used at the work site, on-going attendant care or interpreter services at the work site, transportation, reader services and other activities needed to maintain employment.

FAMILY PLANNING

This service provides assistance to individuals to voluntarily implement plans to determine the number and spacing of children.

FOOD ADMINISTRATION

This service provides for the storage, handling, and distribution of food products which may include, but is not limited to, donated, gleaned, purchased, and USDA commodity food.

HABILITATION SERVICES

This service provides a variety of interventions such as habilitative therapies, special developmental skills, behavior intervention, and sensorimotor development designed to maximize the functioning of persons with developmental disabilities.

HOME CARE SERVICES

These services provide individuals who are at risk of institutionalization with coordinated in-home support needed to remain home. Services may include, but are not limited to: attendant care/personal assistance, housekeeping/homemaker, chore, home health aid, personal care, respite, and nursing services.

HOME AND COMMUNITY BASED SERVICES

These services are provided to an individual who remains in his/her home or a community setting that will assist the individual in maintaining or progressing toward his/her highest functioning level through the coordination of all needed formal and informal services.

HOME DELIVERED MEALS

This service provides for a nutritious meal containing at least 1/3 of the Recommended Dietary Allowance for an individual, delivered to the individual's place of residence.

HOME HEALTH AID

This service provides intermittent health maintenance, continued treatment, or monitoring of a health condition and supportive care for activities of daily living at the individual's place of residence.

HOME MANAGEMENT TRAINING

This service provides training in activities related to routine household maintenance.

HOME NURSING

This service provides intermittent skilled nursing services in the individual's place of residence. Skilled nursing services may include health maintenance, continued treatment, or supervision of a health condition.

HOME RECRUITMENT/STUDY AND SUPERVISION

This service provides for recruitment of homes and for study, training, monitoring, supervision, and recommendation of licensing and/or certification of adoptive homes, foster homes, and day care homes.

HOME REPAIR/ADAPTATION/RENOVATION

This service provides for safety, structural repairs, and/or modification to the home.

HOSPICE

This service provides health care and emotional support for terminally ill individuals and their families/caregivers during the final stages of life.

HOUSEKEEPING-CHORE/HOMEMAKER

This service provides assistance in the performance of activities related to routine household maintenance at an individual's residence.

HOUSING SEARCH AND RELOCATION

This service provides assistance toward locating suitable housing.

INDEPENDENT LIVING SKILLS

This service provides tutoring, interpersonal and daily living skills training, and counseling to prepare individuals for independent living.

INFORMATION AND REFERRAL

This service provides or arranges for assistance to individuals to enable them to gain access to services through the provision of accurate and current information and referral to appropriate resources. Referral may involve short-term supportive assistance and follow-up.

IN-HOME FAMILY SUPPORT PROGRAM

This program provides coordinated in-home support services needed to keep the family intact or an individual in his/her own home.

INNOVATION AND DEMONSTRATION PROJECTS

This service provides for the planning and implementation of new services or programs not otherwise described in this taxonomy. Such service or program may result from new funding, local initiative, and/or as a response to an unmet need. Provision of the service under this description shall be limited to a reasonable period of testing and demonstration and, if continued after such a period, shall be provided for under the appropriate service/program description established in this taxonomy.

INTENSIVE FAMILY PRESERVATION SERVICES

This service provides intensive crisis oriented activities to families whose children are at significant risk of out-of-home placement due to abuse and/or neglect in order to allow those children to safely remain in their own homes. This includes counseling (crisis counseling, individual, family, and marital therapy), communication and negotiation skills, parenting skills training, home management skills, job readiness training, case management, and development of linkages to community resources. Emergency financial assistance may also be provided.

INTERPRETER SERVICES

This service provides a person to facilitate communication.

JOB DEVELOPMENT AND PLACEMENT

This service provides assistance in obtaining employment for job-ready individuals.

JOB TRAINING

This service provides training for specific types of employment opportunities.

LEGAL ASSISTANCE

This service provides consultation and representation of civil and legal matters or ancillary legal services.

MONITORING, REGULATION AND ENFORCEMENT

This service provides monitoring of specific establishments in the community for the purpose of ensuring compliance with applicable state and federal rules, regulation, and standards; issuing licenses, permits, and certification. *Note: SSBG funds may be used only for monitoring Children Foster Care facilities.*

OCCUPATIONAL THERAPY

This service directs the individual's participation in selected activities to restore, maintain, or improve functional skills. This service may require medical prescription and may be provided by or delivered under the supervision of licensed or registered occupational therapists.

OCCUPATIONAL/VOCATIONAL EDUCATION

This service provides classroom instruction and/or skills training in technical, business, and other vocational areas. Training may be provided in a classroom or actual job setting.

ORIENTATION AND MOBILITY TRAINING

This service provides training in relation to travel throughout the home and/or the community.

OUTREACH

This service provides a systematic method to identify and directly contact persons in need of services.

PARENT AIDE SERVICE

This service provides a range of support services, which may include teaching, and modeling of parenting and home management skills, teaching the use of formal and informal community resources and transportation tasks.

PARENTING SKILLS TRAINING

This service provides training and instruction in childcare, behavioral management, and physical and emotional development.

PEER/SELF-HELP GROUPS

This service provides coordination in the establishment, leadership, and maintenance of problem-focused self-help groups.

PERSONAL CARE

This service provides assistance to meet essential personal physical needs.

PERSONAL ESCORT

This service provides an escort who transports and assists the individual to perform necessary errands away from the residence.

PERSONAL LIVING SKILLS TRAINING

This service provides training to enable individuals to acquire basic self-care skills to meet personal, physical, and social needs.

PHYSICAL THERAPY

This service provides treatment to restore, maintain or improve muscle tone, joint mobility, or physical function provided by or under the supervision of a registered physical therapist.

PLANNING

This service provides a process, which identifies priority needs, explores options, establishes goals, and develops a course of action, which will bring about desired conditions or events at some specific time in the future.

PREVENTION

This service provides for planned efforts to prevent specific conditions, illnesses, injuries, or environmental hazards that could place an individual, group, or community at risk for a negative social, physical, behavioral, or health outcome.

PREVOCATIONAL TRAINING

This service provides sensorimotor, cognitive, communicative, social interactional, and behavioral training necessary for vocational activities.

PRIVATE DUTY NURSING

This service provides assistance for recipients who require more individual and continuous care than is available from a visiting nurse or routinely provided by the nursing staff of a hospital or skilled nursing facility, and that are provided by a registered nurse under the direction of a recipient's physician, and to a recipient in his own home or in a hospital or skilled nursing facility.

PROFESSIONAL FAMILY FOSTER CARE

This service provides family foster care, counseling, and utilization of resources within the child's treatment team.

PROFESSIONAL/SPECIALTY SERVICES

This service allows for the provision of services, not otherwise identified separately in this *Arizona Dictionary and Taxonomy* that require special expertise, knowledge, or credentials in a given area.

PROGRAM ADMINISTRATION

This service provides the mechanism for the distribution and administration of funds received for various programs.

PROGRAM DEVELOPMENT

This service is a process which includes activities directly related to research of and/or establishment of a new service(s); or the improvement, expansion, or integration of an existing service(s) within a specified time frame for a solution of a specific problem or need.

PROGRAM EVALUATION

This service assesses the operations, effects, and productivity of specified programs, compares these to predetermined specifications and provides input for decision making.

PROTECTIVE SERVICES

This service provides investigation of allegations that persons are dependent, abused, neglected, exploited, or abandoned. This service offers intervention and referral, which may occur prior to or separate from the investigation process.

READER SERVICE

This service provides a person to read written materials aloud.

REASSURANCE

This service provides a regular contact system for individuals restricted to their place of residence.

REHABILITATION INSTRUCTIONAL SERVICES

This service provides training in community living skills and activities directed toward personal and social adjustment.

RELINQUISHMENT AND SEVERANCE

This service assists biological and/or legal parents in the decision and/or process of relinquishment or termination of their rights as parents.

REPAIR/MODIFICATION OF ADAPTIVE AIDS & DEVICES

This service repairs or modifies aids and devices that assist persons in performing normal living skills.

RESOURCE DEVELOPMENT AND REFERRAL

This service develops and maintains resources and matches those resources to individual needs, collects and reports supply and demand data; and coordinates and/or provides training and technical assistance.

RESPIRE

This service provides short-term care and supervision to relieve caregivers or clients. May be required to be available on a 24-hour basis.

SHELTER CARE AND SUPERVISION

This service provides emergency short-term care and supervision available on a 24-hour basis.

SHELTER SERVICES

This service provides and/or arranges for shelter. The service may include shelter facility operations, subsidy payment, renovation/rehabilitation/conversion of buildings for shelter, and construction/acquisition of shelter facilities, and may be supported by ancillary services.

SHELTERED EMPLOYMENT

This service provides a controlled and protected work environment, additional supervision, and other supports for individuals engaged in remunerative work either in a sheltered workshop or in the community (e.g. in enclaves and/or mobile work crews).

SOCIAL ADJUSTMENT

This service provides supervised activities and skill development designed to promote social adjustment and strengthen life skills.

SOCIALIZATION & RECREATION

This service provides activities and skill development in constructive and satisfying use of leisure time.

SPEECH THERAPY

This service provides evaluations, program recommendations, and/or treatment/training in receptive and expressive language, voice, articulation, fluency, and may include aural habilitation, rehabilitation, and other medically prescribed services.

STAFF DEVELOPMENT AND TRAINING

This service may include: an assessment of training needs related to organizational goals and objectives, a review of available resources, program, and delivery system development, an implementation plan, development and provision of training materials, training delivery, training program, and process evaluation.

SUPPORTED EMPLOYMENT

This service provides job development, assistance in matching the individual with an integrated competitive job, and intensive time-limited supports to an employed individual once placed, which may include, but is not limited to: intensive on-the-job skill training (job coaching); job related social skills training; frequent observation and follow-up services in order to re-enforce and stabilize the job placement; facilitation of natural supports at the work site, and other discrete services as necessary.

SUPPORTIVE INTERVENTION/GUIDANCE COUNSELING

This service provides a process of supportive intervention and/or guidance.

TRANSITIONAL EMPLOYMENT PLACEMENTS

This service assists the individual in obtaining a series of temporary and sequential job placements in competitive work in integrated work settings in conjunction with necessary employment supports such as: counseling; medication management; peer support; transportation; follow-up; and job monitoring (on or off-site).

TRANSPORTATION

This service provides or assists in obtaining transportation, not including ambulance services.

UNACCOMPANIED MINORS SERVICE

This program provides for a consolidated program of services for unaccompanied minors. The services included are: home recruitment, study, foster care, and independent living and development to provide living situations which will foster increased self-concept and self-sufficiency upon emancipation.

VOLUNTEER MANAGEMENT SERVICES

This service provides coordination of volunteer activities and may include: recruiting, screening, training, placing, referring, evaluating, promoting recognition of volunteers; development and distribution of donated resources; and training and technical assistance in the management of volunteer programs.

WORK ACTIVITIES

This service provides work training and therapeutic activities.

WORK ADJUSTMENT TRAINING

This service provides treatment and training in the meaning, value, and demands of work, and in the development of positive attitudes toward work.

CROSSWALK FOR FEDERAL SSBG SERVICES TO ARIZONA TAXONOMY SFY – 2006

SSBG SERVICES FOR FEDERAL REPORTING REQUIREMENTS

1. Adoption Services
2. Case Management Services
3. Congregate Meals
4. Counseling Services

ARIZONA TAXONOMY SERVICES APPROVED FOR SSBG FUNDING

- Adoption Placement
- Relinquish and Severance
- Adoption Subsidy
- Emergency Services

- Case Services
- Case Management
- Eligibility
- Coordination
- Emergency Services

- Congregate Meals
- Nutrition, Education, and Intervention

- Counseling
- Mental Health/Substance Abuse
- Intervention/Guidance
- Assessment
- Professional Specialty Services

CROSSWALK FOR FEDERAL SSBG SERVICES TO ARIZONA TAXONOMY SFY – 2006

SSBG SERVICES FOR FEDERAL REPORTING REQUIREMENTS

ARIZONA TAXONOMY SERVICES APPROVED FOR SSBG FUNDING

- | | |
|---|--|
| 5. Day Care Services—Adults | <ul style="list-style-type: none">• Adult Day Care/Day Health Care• Day Treatment/Training• Developmental/Day Training• Companion Services |
| 6. Day Care Services—Children | <ul style="list-style-type: none">• Monitor, Regulation, and Enforce• Child Day Care• Day Treatment/Training• Developmental/Day Training• Monitor, Regulation, and Enforce• Home Recruitment/Study Supervision |
| 7. Education and Training Services | <ul style="list-style-type: none">• Alternative Communication• Interpreter Services (Foreign/English)• Basic Education |
| 8. Employment Services | <ul style="list-style-type: none">• Employment-Related Program• Supervised Employment• Sheltered Employment• Work Activities• Supported Employment• Job Training• Job Development and Placement• Work Adjustment Training• Adaptive Aids and Devices• Repair/Modification-Adaptive Aids and Devices• Assessment (EA)• Exemplary Youth Work• Occupation Vocational Education• Prevocational Training |
| 9. Family Planning Services | <ul style="list-style-type: none">• Family Planning |
| 10. Foster Care Services (Adults) | <ul style="list-style-type: none">• Adult Foster Care• Home Recruitment/Study and Supervision |
| 11. Foster Care Services (Children) | <ul style="list-style-type: none">• Child Foster Care• Home Recruitment/Study and Supervision• Resident/Living/& Development• Professional Family Foster Care• Monitor, Regulation, and Enforce |
| 12. Health Related and Home Health Services | <ul style="list-style-type: none">• Home Nursing• Private Duty Nursing• Respiratory Therapy• Home Health Aid• Hospice |

CROSSWALK FOR FEDERAL SSBG SERVICES TO ARIZONA TAXONOMY SFY – 2006

SSBG SERVICES FOR FEDERAL REPORTING REQUIREMENTS

ARIZONA TAXONOMY SERVICES APPROVED FOR SSBG FUNDING

- | | |
|---|--|
| 13. Home-Based Services | <ul style="list-style-type: none">• Home- and Community-Based Service• Reassurance• Home Care Services• Housekeeping/Chore/Homemaker• Personal Care• Respite• Attendant Care• Orientation/Mobil Training• Parent Aide Service• Personal Living Skills• Rehabilitation Instruction |
| 14. Home Delivered Meals | <ul style="list-style-type: none">• Home Delivered Meals• Nutrition/Education/Intervention |
| 15. Housing Services | <ul style="list-style-type: none">• Housing Assistance• Housing Search/Relocate• Shelter Services• Home Repair/Adaptation/Renovation• Utility Assistance |
| 16. Independent and Transitional Living Skills | <ul style="list-style-type: none">• Unaccompanied Minors Service• Independent/Living Skills |
| 17. Information and Referral | <ul style="list-style-type: none">• Information and Referral• Outreach• Community Information and Education• Client Access, Education/Information• Resource Development and Referral |
| 18. Legal Services | <ul style="list-style-type: none">• Legal Services |
| 19. Pregnancy and Parenting Services Young Adults | <ul style="list-style-type: none">• Parenting Skills Training |
| 20. Prevention and Intervention | <ul style="list-style-type: none">• Supportive Intervention/Guidance Counseling• Crisis Intervention• Intensive Family Preservation Services• In-Home Family Support Services• Parent Aide Service• Peer/Self-Help Groups• Comprehensive Youth Development• Comprehensive Service Delivery• Advocacy |
| 21. Protective Services for Adults | <ul style="list-style-type: none">• Protective Services (Adult)• Emergency Services* |
| 22. Protective Services for Children | <ul style="list-style-type: none">• Protective Services (Child)• Emergency Services* |
| 23. Recreational Services | <ul style="list-style-type: none">• Socialization and Recreation• Social Development• Comprehension Youth Development• Social Adjustment |

CROSSWALK FOR FEDERAL SSBG SERVICES TO ARIZONA TAXONOMY SFY – 2006

SSBG SERVICES FOR FEDERAL REPORTING REQUIREMENTS

ARIZONA TAXONOMY SERVICES APPROVED FOR SSBG FUNDING

- | | |
|--|---|
| 24. Residential Treatment Services | <ul style="list-style-type: none">• (Not a DES service) |
| 25. Special Services for Persons With Developmental or Physical Disabilities or Auditory Impairments | <ul style="list-style-type: none">• Speech Therapy• Counseling• Housekeeping/Chore/Homemaker• Respite• Adaptive Aids and Devices• Repair/Modification of Adaptive/Aids/Devices• Speech Therapy• Physical Therapy• Occupational Therapy• Transportation• Socialization/Recreation• Developmental/Day/Train• Independent/Living/Skill• Alternative/Communication• Personal Living Skills• Developmentally Disabled/Day Care• Home Management Training• Home Care Services• Interpreter Services (Sign Language) |
| 26. Special Services For Youth Involved in or at Risk of Involvement with Criminal Activity | <ul style="list-style-type: none">• Prevention |
| 27. Substance Abuse Services | <ul style="list-style-type: none">• Counseling and Intervention• Assessment and Evaluation• Alternative Residential Services• Case Management Services• Substance Abuse Screening• Substance Abuse Assessment |
| 28. Transportation Services | <ul style="list-style-type: none">• Transportation• Personal Escort |
| 29. Other Services | <ul style="list-style-type: none">• None |

** SSBG funds may not be used for direct monetary payments to SSBG clients, purchase of land, build buildings, public school system, and professional medical care. However, there are exceptions that allow the use of SSBG funds for some of these items under certain circumstances.*

Service Availability

The Geographic Coverage, Target Group Eligibility, and Status Eligibility sections are identified below and provide the primary basis for determining eligibility for service. In addition to these areas, service availability will be determined on the basis of programmatic need for service. More specific service availability criteria may be specified in the purchase-of-service contracts with provider agencies or in the specific rule of the Social Services Operating Manual. An individual who is determined to be eligible under the above criteria shall not be denied access to services because of any other condition, although providers may use waiting lists and/or set priorities for services based on level of need for the service.

A. Service

This column lists the services available in the geographic area. Eligibility for service may vary from one geographic area to another, and services may only be available in certain areas of the state. Some services may be identified as being available on a statewide basis.

B. Target Group Eligibility

This column identifies the types of individuals eligible for service. The most common target groups identified are adults, children, elderly, persons with disabilities, developmentally disabled, and adults/families/children. The definitions of these target groups are identified on page 29. Combinations of target groups may be identified (e.g., elderly persons with disabilities would be designated as "ELD/PWD"). Also, there may be characteristics added to the target groups (e.g., ELD/PWD/Blind) that further clarify availability of service.

C. Status Eligibility

This column identifies the financial category for which individuals must qualify in order to be eligible for service. Arizona does not require a means test for SSBG-funded services. Children and their families who receive services that are funded with TANF funds transferred to the SSBG must have incomes less than 200 percent of the official poverty level.

- 1. Income Eligibility TANF/SSBG Funds** - Services funded by TANF are restricted, transferred funds to SSBG as required by 42 U.S.C. Part A, Title IV, Sec. 404, (d) (3) (B), which reads:
 - EXCEPTION RELATING TO TITLE XX PROGRAMS. All amounts paid to a State under this part that are used to carry out State programs pursuant to Title XX shall be used only to carry out programs and services to children and their families whose income is less than 200 percent of the income official poverty line (as defined by the Office of Management and Budget, revised annually...Act of 1981) applicable to a family of the size involved.
- 2. Income Eligibility Child Care** - The Child Care Administration, for example, provides child-care assistance to support working families with incomes at or below 165 percent of the federal poverty level. Working families whose incomes are at or below 100 percent of the federal poverty level and working families that are transitioning off of cash assistance with incomes at or below 165 percent of the federal poverty level receive priority status for services. Families referred by Child Protective Services (CPS), children receiving CPS foster care, and families who are receiving cash assistance and are participating in the EA-Jobs program and/or who are employed receive services without regard to income.

3. **Group** - All individuals within a specific target group are financially eligible.
4. **Unemployed** - Service availability is determined on an individual's employment status. Financial income status levels may also be applied. The specific eligibility criteria shall be identified in the contract document with purchase-of-service providers.
5. **Homeless** - Individuals who have been evicted from a residence, or who are residing in an emergency shelter, or who are without a regular nighttime residence and who are without family or friends that are able or willing to share their residence.

D. Locally and State-Planned Levels

These columns represent estimates of the federal dollars that may be utilized for the delivery of the services.

E. Target Group Definitions

1. **Adults** (AD) - Any individual 18 years of age or older.
2. **Children** (CH) - Any individual under the age of 18.
3. **Developmentally Disabled Individuals** (DD) - Any individual having a severe, chronic disability attributable to mental retardation, cerebral palsy, epilepsy or autism, and which manifested itself before age 18, is likely to continue indefinitely and results in substantial functional limitations in three or more areas of the major life activities; and reflects the need for a combination and sequence of special, interdisciplinary or generic care, treatment, or other services, which are of lifelong or extended duration and are individually planned or coordinated.
 - "Major life activities" for the purpose of this definition is: (1) self-care, (2) receptive and expressive language, (3) learning, (4) mobility, (5) self-direction, (6) capacity for independent living, and (7) economic self-sufficiency.
4. **Elderly** (ELD) - Any individual 60 years of age or older.
5. **Persons with Disabilities** (PWD) - Any individual who has a physical or mental impairment that substantially limits one or more major life activities and has a diagnosis of such impairment.
 - "Physical or Mental Impairment" includes physiological conditions, cosmetic disfigurements, anatomical losses or mental disorders.
 - "Diagnosis" means diagnosed or classified as having a physical or mental impairment by a doctor of medicine, a doctor of osteopathy or a psychologist certified by either the Arizona State Board of Psychologist Examiners or the Department of Education.
 - "Major life activities" for the purpose of this definition is: (1) self-care, (2) receptive and expressive language, (3) learning, (4) mobility, (5) self-direction, (6) capacity for independent living, and (7) economic self-sufficiency.
6. **Adults/Families/Children** (AFC) - Any individual or family.